



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF DEPUTY, CLERK OF THE BOARD OF SUPERVISORS

Class No. 002208

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Clerk of the Board of Supervisors; responsible for the overall coordination, organization, and administration of major program activities within the department; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class allocated only to the Clerk of the Board of Supervisors. The incumbents report directly to the Clerk of the Board of Supervisors. The positions of Chief Deputy, Clerk of the Board of Supervisors are responsible for the performance and direct supervision of program managers and all activities in assigned programs and assist with the overall management of the department in the areas of programs, personnel, operations and finance.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists the Clerk of the Board of Supervisors in establishing departmental policies and procedures.
2. Oversees reporting services and methods of maintaining official records.
3. Organizes format and staffing for new Boards and other hearing bodies for which the Clerk of the Board is designated as Secretary.
4. Acts for the Clerk at meetings of the Board of Supervisors and other boards and commissions.
5. Oversees the analytical and clerical work in reporting and recording the proceedings of all regular and special meetings of the Board of Supervisors, Assessment Appeals Boards, Sanitation Districts, San Diego County Air Pollution Control District Hearing Board, and numerous other governmental boards and commissions.
6. Provides information to departments and the public regarding Board actions or policies.
7. Assists in the implementation of Board decisions.
8. Executes contracts and agreements on behalf of the County as directed by the Board of Supervisors.
9. Develops and monitors the departmental budget.
10. Directs the Board of Supervisors' fiscal activities in consultation with Board staff.
11. Oversees the management of departmental programs and supervises subordinate staff.
12. Analyzes proposed legislation affecting the department.
13. Meets with representatives of other departments and agencies to discuss issues and resolve problems.
14. Acts as liaison with County Department Heads and elected officials regarding County Administration Center issues.
15. Plans and coordinates facilities' services for the County Administration Center.
16. Responsible for contract management for the department.
17. Performs special studies and projects as assigned by the Clerk of the Board.

18. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of public administration including general administration, human resources management, fiscal management, and accounting.
- Reporting minutes procedures, secretarial and record-keeping techniques.
- Use of personal computers.
- Budget development and control processes.
- Office management principles and techniques of supervision and training.
- Facility emergency plans.
- Contract negotiations and administration.
- Organization structure and intergovernmental agency relationships between San Diego County, special districts, and local government boards.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Assist in planning, organizing, directing, coordinating and evaluating the overall activities of the Clerk of the Board and to provide clerical and reporting support to the Board of Supervisors.
- Prepare and present agendas, minutes, narratives, reports, and correspondence for executive management and/or general publication.
- Identify and resolve program issues.
- Prepare departmental, general office, facilities services and/or the executive services program budgets, and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Use communication skills and techniques to collect, compile, review, and transmit information.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities
- Establish and maintain effective working relationships with others, especially in sensitive relationships with representatives of other governmental units and citizens.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree from an accredited college or university or certificate of foreign equivalency; AND, five (5) years of progressively responsible management or program administration experience.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: March 26, 1999
Reviewed: April 2004**